



DEPARTMENT OF THE ARMY
HEADQUARTERS, EIGHTH ARMY
UNIT #15236
APO AP 96271-5236

EACG

MEMORANDUM FOR All Eighth Army Assigned Soldiers and Civilian Employees

SUBJECT: Eighth Army Command Policy Letter #38, Remedial Driver's Training Program for Non-Tactical Vehicle Operations

1. References:

- a. Field Manual (FM) 21-60, Visual Signals, 30 September 1987.
- b. FM 21-305, Manual for the Wheeled Vehicle Driver, 27 August 1993.
- c. Department of Army Pamphlet 385-40, Army Accident Investigations and Reporting, 18 March 2015.
- d. Army Regulation (AR) 385-10, Army Safety Program, 24 February 2017.
- e. AR 600-55, The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing), 01 May 2017.
- f. United States Forces Korea (USFK) Regulation 190-1, Motor Vehicle Traffic Supervision, 10 May 2012.
- g. USFK Pamphlet 385-2, Guide to Safe Driving in Korea, 7 August 2012.
- h. Army in Korea (AK) Regulation 350-4, EUSA Tactical Vehicle Movements in the Korean Theater of Operations, 15 May 2014.
- i. AK Regulation 385-10, Eighth Army Safety Program, 13 December 2017.
- j. Eighth United States Army Supplement to AR 600-55, The Army Driver and Operator Standardization Program, 13 October 1994.

2. Purpose. Motor vehicle accidents are becoming a high risk activity that if not mitigated can significantly degrade our readiness. Eighth Army (8A) Military Members, Government Schedule (GS), and assigned Contractors continue to have Non-Tactical Vehicle (NTV) accidents and are assimilating to the local driving habits. To remedy, all leaders must adhere to this safety policy. Eighth Army Command Safety will establish and implement procedures for a 40-hour Remedial Driver's Training Course for

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accidents involving NTVs, on or off the installation, with Major Subordinate Command (MSC) Safety Managers and Brigade (BDE)/Battalion (BN) Master Drivers.

3. Scope. This policy applies to all Eighth Army Military Members, Government Schedule (GS) and assigned Contractors. This course is designed for at-fault operators, vehicle commanders, and their immediate supervisors.

4. Requirements. A critical element in reducing accidents is Leader involvement. Leaders will identify their Soldiers/Civilians who operate NTVs and ensure they meet all the safety training requirements and counsel them in writing as to their responsibilities to follow regulations and standards. Leaders will track individual training progress and ensure required training is completed as mandated by appropriate regulations. Additionally, Leaders will ensure:

a. Garrison suspends individual NTV licenses of those involved in "at-fault" accidents, issued tickets citing traffic violations, or displaying unsafe/substandard driving skills.

b. Individuals with a suspended license attend remedial driver's training prior to reinstating their license. Training will focus on correcting individual driving deficiencies. The following individuals will attend the training:

(1) Vehicle commanders (VC), individuals that are responsible for operating NTVs. VCs are required to attend training if present in the vehicle at the time of the incident.

(2) The operator and VC's immediate supervisor.

c. The at-fault NTV operator's organization will provide their Master Driver (MD), who is responsible for road testing and updating records of at-fault operators, VCs, and supervisors.

d. Lead instructors from the Brigade/Battalion will send to the MSC safety Representative and the 8A Safety Office a MFR with a list of personnel who attended the class. Each MSC is responsible for sending the 8A Safety Office a valid road test route, before the class is conducted.

5. Remedial Driver's Training Course. The Remedial Driver's Training Course will offer individuals the opportunity to enhance their driving skills and knowledge, while developing new skills in risk management and accident mitigation methods. After the completion of this 40-hour Remedial Driver's Training Course, the at-fault NTV operator,

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VC, and supervisor will meet the intent of retraining drivers and create an accident free culture. 8A Safety and 8A Master Driver will have oversight, however instruction will be led by the tasked MSC Safety Manager and the BDE/BN Master Driver. This course will consist of the following training:

a. Day 1 - Deliberate Risk Management Training: Prior to attending the course, all individuals will pre-register for this course to ensure enrollment is complete and students are able to receive training.

(1) A representative from the 8A and MSC Safety Offices will oversee the class and attendance. If available, the 8A representative will attend Day 1 and conduct an introduction of the course.

(2) Individuals will go online to the Army Learning Management System at <https://www.lms.army.mil>, and take 1.2G-F97_DL - Risk Management Basic and 5.2G-F105_DL - Injury Prevention through Leadership courses.

(3) After completing the DL courses, the MSC Safety Officer will review the DL Courses, and introduce Risk Mitigation basics.

(4) The BDE/BN Master Driver will teach the 8A TC/VC Class and administer the Test, with an 80% passing score. After completion, the MD will show the Korea Safe Driving FY18 and FMTV video to complete TC/VC certification for tactical vehicles.

b. Day 2 - Local Accidents Analysis & Risk Mitigation Development: Students will conduct the following:

(1) Collect recent motor vehicle accident data from the local area (on-installation and/or off-installation). Class resources will inform student data collection efforts. Instructors will verify collected data.

(2) Instructors will guide student data analysis to determine trends and identify hazards.

(3) Students will use data analysis and hazard findings to develop mitigation strategies for their commands. Students will present strategies to the class on Day 4.

c. Day 3 - Organizational Master Driver's Check Ride: Students are required to conduct and pass an installation road test.

(1) Organizational MDs will brief personnel on the training course station layout,

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and provide basic driving techniques; one station will include the use of ground guides

(2) Organizational MDs will establish a coned course with stations and teach proper driving techniques.

(3) Organizational MDs will test students for proper driving skills.

(4) Organizational MDs will annotate results on DA Forms 6125 Road Test Score Sheet and DA Form 348 Equipment Operator's Qualification Record (Except Aircraft).

(5) The 8A MD will develop the course layout and will receive a MFR with successful completion of the road tests from the MD. Course information will get sent to organizational MD's prior to teaching the course.

d. Day 4 - Accident Data and Mitigation Briefs & Safety Out brief: Student groups will present their Accident Analysis and Risk Mitigation Methods. The 8A Safety Officer will conduct a close-out brief upon the successful completion of all previous requirements.

e. Day 5 (Date TBD) - Installation Command 8-hour Remedial Driver's Course: Company commanders will command-refer all individuals who meet conditions in the requirements (above paragraph 4a and b), to the Army Traffic Safety Training Program. This will serve as the primary remedial driver's training point-of-entry. All three individuals will self-register for the Remedial Driver's Training Course through the IMCOM Army Traffic Safety Training Program at <https://imc.army.mil/airs/usgdisclaimer.aspx>.

6. Vehicle Operations.

a. All Individuals operating NTVs will conduct proper PMCS, date, and sign the DA Form 5988E Equipment Maintenance and Inspection Worksheet (EGA) and DA Form 5987E Motor Equipment Dispatch (EGA).

b. Soldiers and leaders will consolidate mission requirements to limit superfluous usage of NTVs and decrease the likelihood of accidents.

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7. The point of contact for this this memorandum is Mr. Timothy French, Eighth Army Safety Director, at DSN 755-1281 or timothy.d.french.civ@mail.mil.



MICHAEL A. BILLS
Lieutenant General, USA
Commanding

Encls

- A. Course Schedule
- B. Course POI
- C. Driving Course Layout
- D. Accident Template

ENCLOSURE A. COURSE SCHEDULE

8A REMEDIAL DRIVER'S TRAINING COURSE SCHEDULE/POI

TRAINING SCHEDULE

UNIT: SAFETY OFFICE

FY18 Classes

| DAY 1 | WHO | ACTIVITY | LOCATION | TRAINER/S | REFERENCE | REMARKS | UNIFORM |
|-----------|-----|--|-------------------------|-----------------|----------------------|---------|---------|
| 0630-0800 | ALL | ACCOUNTABILITY FORMATION/PRT | UNIT AREA | SUPERVISOR | FM 7-22 | | IPFU |
| 0800-0930 | ALL | PERS HYGIENE/BREAKFAST | BARRACKS/DFAC | SUPERVISOR | FM 21-75 Ch 8 | | DUTY |
| 0930-1000 | ALL | INTRODUCTION, COURSE OVERVIEW | CLASSROOM | INSTRUCTOR | | | DUTY |
| 1000-1200 | ALL | RISK MANAGEMENT (ONLINE) | CLASSROOM | MSC SAFETY | AR 385-10 | | DUTY |
| 1200-1300 | ALL | LUNCH | DFAC | DFAC MGR | SOP | | DUTY |
| 1300-1400 | ALL | RISK MANAGEMENT INTRODUCTION | CLASSROOM | MSC SAFETY | AR 385-10 | | DUTY |
| 1400-1530 | ALL | TC/VC CLASS | CLASSROOM | MD | AK 350-4 | | DUTY |
| 1530-1630 | ALL | TC/VC TEST | CLASSROOM | MD | AK 350-4 | | DUTY |
| 1630-1700 | ALL | KOREA SAFE DRIVING, WINTER DRIVING AND FMTV VIDEOS (3) | CLASSROOM | MD | USFK 385-2, AK 350-4 | | DUTY |
| DAY 2 | WHO | ACTIVITY | LOCATION | TRAINER/S | REFERENCE | REMARKS | UNIFORM |
| 0630-0800 | ALL | ACCOUNTABILITY FORMATION/PRT, PERS HYGIENE/BREAKFAST | UNIT AREA | SUPERVISOR | FM 7-22 | | IPFU |
| 0800-0930 | ALL | PERS HYGIENE/BREAKFAST | BARRACKS/DFAC | SUPERVISOR | FM 21-75 Ch 8 | | DUTY |
| 0930-1030 | ALL | DATA COLLECTION | CLASSROOM | MSC SAFETY | AR 385-10 | | DUTY |
| 1030-1200 | ALL | DATA ANALYSIS | CLASSROOM | MSC SAFETY | AR 385-10 | | DUTY |
| 1200-1300 | ALL | LUNCH | DFAC | DFAC MGR | SOP | | DUTY |
| 1300-1530 | ALL | MITIGATION STRATEGIES | CLASSROOM | MSC SAFETY | AR 385-10 | | DUTY |
| 1530-1700 | ALL | WORKING GROUPS | CLASSROOM | MSC SAFETY | AR 385-10 | | DUTY |
| DAY 3 | WHO | ACTIVITY | LOCATION | TRAINER/S | REFERENCE | REMARKS | UNIFORM |
| 0630-0800 | ALL | ACCOUNTABILITY FORMATION/PRT | UNIT AREA | SUPERVISOR | FM 7-22 | | IPFU |
| 0800-0930 | ALL | PERS HYGIENE/BREAKFAST | BARRACKS/DFAC | SUPERVISOR | FM 21-75 Ch 8 | | DUTY |
| 0930-1000 | ALL | INTRODUCTION TO BASIC DRIVING | MOTOR POOL | MDs (2) | TC 21-305 | | DUTY |
| 1000-1130 | ALL | DRIVING LANES WITH GROUND GUIDES AND CONES | MOTOR POOL | MDs (2) | TC 21-305/FM 21-305 | | DUTY |
| 1130-1300 | ALL | LUNCH | DFAC | DFAC MGR | SOP | | DUTY |
| 1300-1700 | ALL | DRIVING LANES WITH GROUND GUIDES (IF NEEDED) | MOTOR POOL | MDs (2) | TC 21-305 | | DUTY |
| 1300-1700 | ALL | ROAD TEST | ON POST (AUTHORIZED RT) | MDs (2) | AR 600-55/TC 21-305 | | DUTY |
| DAY 4 | WHO | ACTIVITY | LOCATION | TRAINER/S | REFERENCE | REMARKS | UNIFORM |
| 0630-0800 | ALL | ACCOUNTABILITY FORMATION/PRT | UNIT AREA | SUPERVISOR | FM 7-22 | | IPFU |
| 0800-0930 | ALL | PERS HYGIENE/BREAKFAST | BARRACKS/DFAC | SUPERVISOR | FM 21-75 Ch 8 | | DUTY |
| 0930-1200 | ALL | ACCIDENT ANALYSIS AND RISK MITIGATION METHODS | CLASSROOM | MSC SAFETY/MD | AR 385-10 | | DUTY |
| 1200-1300 | ALL | LUNCH | DFAC | DFAC MGR | AK 350-4 | | DUTY |
| 1300-1600 | ALL | AAR/CLOSE OUT BRIEF | DFAC | MSC SAFETY/MD | SOP | | DUTY |
| DAY 5 | WHO | ACTIVITY | LOCATION | TRAINER/S | REFERENCE | REMARKS | UNIFORM |
| 0630-0700 | ALL | ACCOUNTABILITY FORMATION/PRT | UNIT AREA | SUPERVISOR | FM 7-22 | | IPFU |
| 0700-0800 | ALL | PERS HYGIENE/BREAKFAST | BARRACKS/DFAC | SUPERVISOR | FM 21-75 Ch 8 | | DUTY |
| 0800-1200 | ALL | REMEDIAL DRIVER'S TRAINING COURSE | CLASSROOM | GARRISON SAFETY | AR 385-10 | | DUTY |
| 1200-1300 | ALL | LUNCH | DFAC | DFAC MGR | SOP | | DUTY |
| 1300-1700 | ALL | REMEDIAL DRIVER'S TRAINING COURSE | CLASSROOM | GARRISON SAFETY | AR 385-10 | | DUTY |

COMMENTS:

UNIFORM: Uniforms will be worn IAW AR 670-1 at all times.

- a. DUTY: OCP's, patrol cap, combat boots, eye pro, ear pro, reflector belt, flashlight (if available)
(1) Authorized jackets and gloves will be worn when weather dictates.

NOTES:

The Course Management Plan and the Program of Instruction will be covered during use of technical manuals (TMs), and DA Form 5988.

MD=Master Driver DFAC= Dining Facility Unit= Soldiers Battery

IPFU= Improved Physical Fitness Uniform SOP= Standard Operation Procedures

Coordinated By:

Reviewed By:

Approved By:

ENCLOSURE B. COURSE POI

INTRODUCTION TO BASIC DRIVING

POIs for TMP Vehicles

1. SUBJECT: Program of Instruction (POI) for TMP Vehicles.
2. PURPOSE: To provide 8A guidance for remedial and sustainment training on TMP Vehicles.
3. REFERENCES:
 - a. TC 21-305
 - b. FM 21-305
 - c. AR 600-55
 - d. TMP / Unit SOP
4. This POI consists of the following six tasks:
 - a. Perform Preventive Maintenance Checks and Services (PMCS)
 - b. Operate Vehicle on Three Backing Lanes
 - Narrow Backing
 - Alley Dock (Diminishing)
 - Parallel Parking
 - c. Dispatching Procedures
 - d. Wheeled Vehicle Rollover Drills
 - e. Operate Vehicle Under Usual Conditions.

TASK #1: Perform Preventative Maintenance Checks and Services (PMCS).

CONDITIONS: Given a TMP vehicle and DA Form 2404 (or automated DA Form 5988-E), SAMS-E equivalent, perform PMCS under usual conditions.

STANDARDS: Student will successfully complete before, during, after PMCS, and services on a TMP vehicle.

TRAINING AND EVALUATION: Have the student explain how to do PMCS. Ensure student understands "Warnings" and "Notes" listed in the owner's manuals. Have the student perform a PMCS on a TMP vehicle and note any deficiencies on DA Form 2404. Student must pass all steps to receive a GO. Explain any steps the student failed.

TASK #2: Operate Vehicle on 3 Backing Lanes.

CONDITIONS: Given a TMP vehicle, student will operate the vehicle in three different backing lanes.

STANDARDS: Student will successfully back the vehicle in all three backing lanes, with the assistance of a ground guide and the Master Driver. Student will safely operate the vehicle, in a controlled environment, without touching the boundary lines.

TRAINING AND EVALUATION: Student should safely operate the vehicle

TASK #3: Operate a TMP Vehicle Under Usual Conditions.

CONDITIONS: Given a TMP vehicle, student will operate vehicle under usual conditions.

STANDARDS: Student will successfully identify vehicle controls, pressure gauges, normal operating ranges, and read and understand all “Cautions” and “Notes” listed in the vehicle operator’s manual. Student will safely operate vehicle on a hard surface obeying all traffic regulations.

TRAINING AND EVALUATION: Student should safely operate vehicle under usual conditions following the training and evaluation outline below. Score the student GO if all steps above are passed. If student fails any steps, show what was done wrong and how to perform the step correctly. Ensure the student follows these steps:

- a. Adjust mirrors, seat and installs safety belts.
- b. Start Vehicle.
- c. Place vehicle in motion.
- d. Ensures all gauges are at proper operating range.
- e. Turns on lights as needed.
- f. Shifts transmission lever to desired position.
- g. Releases parking brake control.
- h. Accelerates, brakes, and steers as required.
- i. Stopping vehicle smoothly and turning off lights and engine.

TASK #4: Operate a TMP Vehicle Under Unusual Conditions.

CONDITIONS: Given a TMP vehicle, student must operate vehicle under unusual conditions.

STANDARDS: Student must safely operate vehicle in unusual conditions, up and down steep grades, and in slippery conditions. Student must understand different vehicle characteristics under these listed conditions.

TRAINING AND EVALUATION: Student should safely operate vehicle under unusual conditions following the training and evaluation outline below. Score the student GO if all steps below are passed. If student fails any steps, show what was done wrong and how to perform the step correctly. Ensure the student follows these steps under the listed conditions:

- a. Extreme Cold, On Ice, and Snow.
- b. Dusty Sandy Areas (Limited Visibility).
- c. Mud.
- d. Rain.

TASK #5: Dispatching Procedures.

CONDITIONS: Given a TMP vehicle to dispatch perform proper dispatching procedures IAW TMP SOP.

STANDARDS: Follow the instructions outlined in the TMP SOP and make the required entries on DA Form 2404.

TRAINING AND EVALUATION: Ensure all Soldiers know the proper procedures for dispatching a TMP vehicle. Score the Soldier a GO if all tasks are completed correctly. If a task is failed inform the Soldier what was done wrong and how to do it correctly.

- a. Perform PMCS.
- b. Have required documents. DIT Card, Spring/Summer or Fall/Winter, OF 346/5984-E, Completed DA Form 2404.

TASK #6: Wheel Vehicle Rollover Drills.

CONDITIONS: To allow the crew to evacuate a overturned vehicle safely.

STANDARDS: Follow the procedures IAW 2ID REG 385-11.

TRAINING AND EVALUATION: The crew must be in proper uniform 2/3 of body must be inside of the hatch while operating the vehicle. In the event of a vehicle roll over, the crew must clear the hatches, drop down inside and brace against or hold on to anything that does not move. The driver/crew or the first member who notices that the vehicle is beginning to roll over announces "ROLLOVER."

| Cargo area/Passenger seats | Senior /Vehicle Commander | Driver |
|--|--|---|
| Braces for an impact waits for vehicle to stop rolling. | Braces for an impact, waits for vehicle to stop rolling. | Shuts down the engine/ turn off ignition switch (time permitting), and braces for an impact, waits for vehicle to stop rolling. |
| Announces "ABANDON VEHICLE," exits through or around vehicle to a safe location; assist in evacuation and first aid. | Removes portable fire extinguisher, and exits through or around vehicle to a safe location. | (No fire) Announces "SHUTDOWN," turns VEHICLE MASTERPOWER off and exits through safe route |
| (Fire) Announces (FIRE) if there is a fire, extinguish fire with the help of the crew and Vehicle Commander. | (Fire) Announces (FIRE) if there is a fire, extinguish fire with the help of the crew and Vehicle Commander. | (Fire) Announces (FIRE) if there is a fire, extinguish fire with the help of the crew and Vehicle Commander. |

Note: Vehicle is turned over and on its side.

(Water) Announces if vehicle is in water, assist anyone as safe as possible out of danger

ENCLOSURE C. DRIVING COURSE LAYOUT

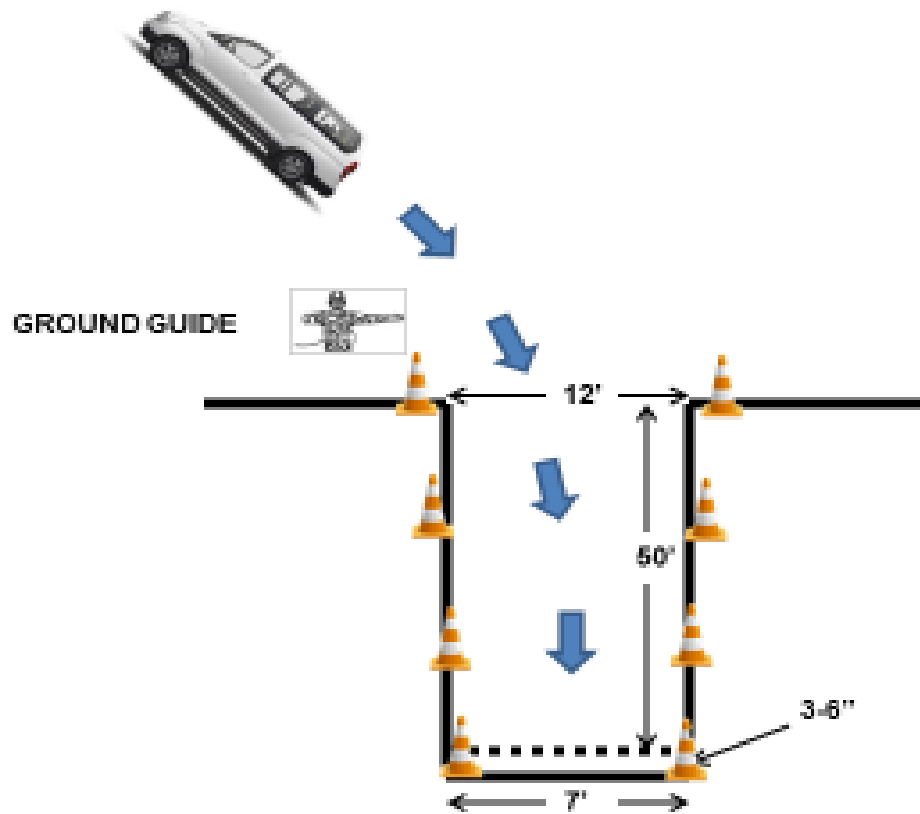
C-1. Alley Docking

UNCLASSIFIED

ALLEY DOCKING



45 DEGREE REFERENCE CONE



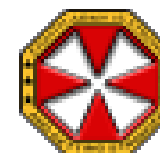
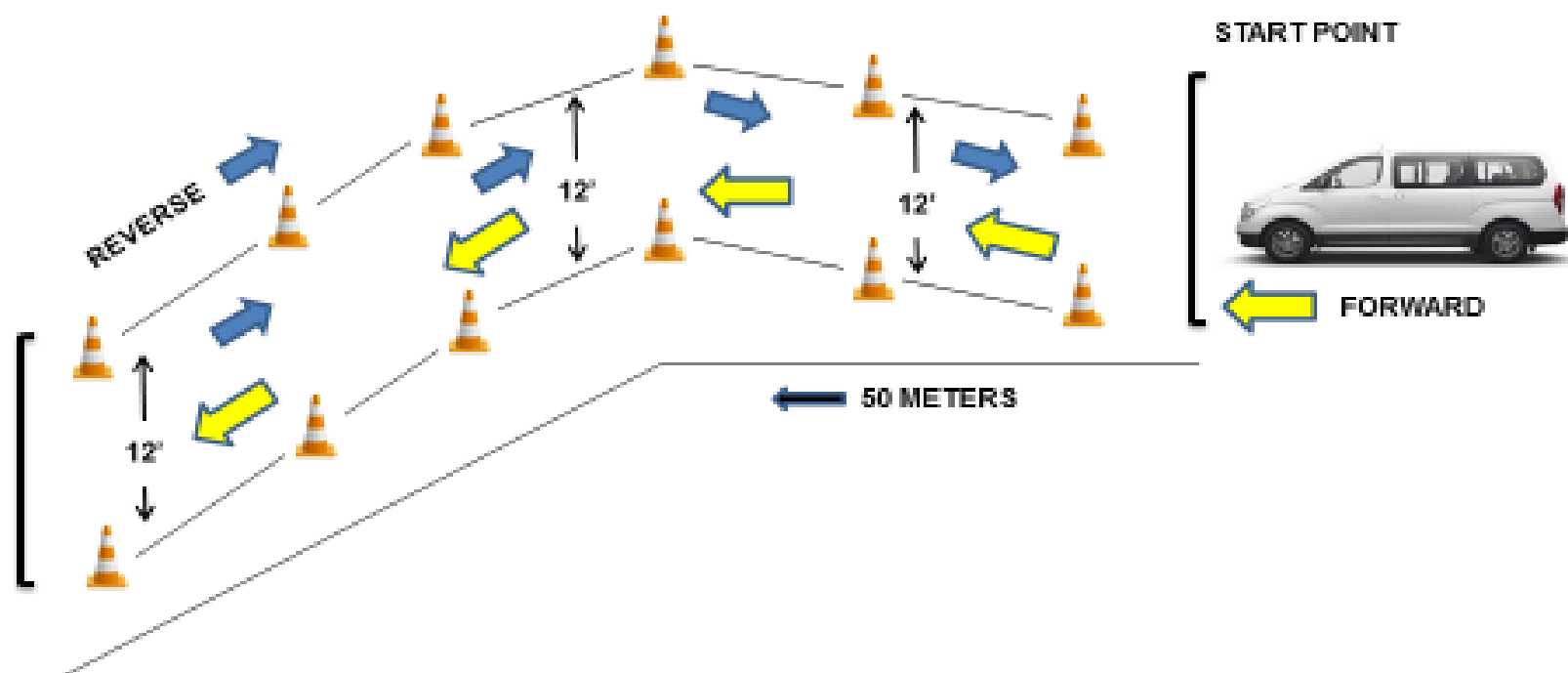
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C-2. Off Set Backing

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OFF SET BACKING

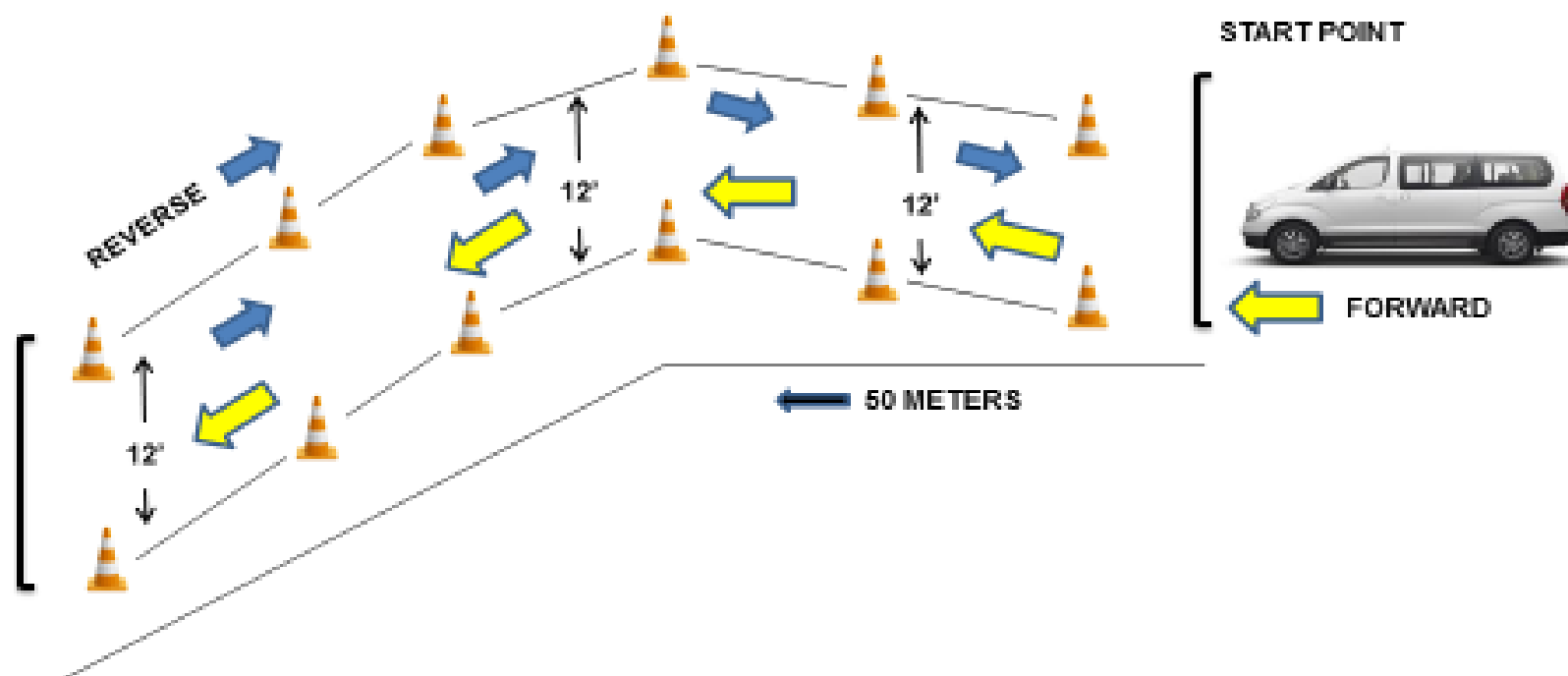


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OFF SET BACKING



UNCLASSIFIED

ENCLOSURE D. ACCIDENT TEMPLATE



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SGT XXXXX

Type of Accident

UNIT, USAG-Humphreys

Incident/Accident Details

Who: Rank/Name
 What: Type of vehicle/Equipment
 When: DTG
 Where: Exact Location
 Why/How: Incident

Soldiers Background

- SM has had a drivers license for xx years:
 - Civilian -
 - Military -
- Arrived at Organization: DTG

Leaders Actions Prior to Incident

Soldiers Actions Leading/Contributing to Incident

Incident Takeaways to Improve

Incident Takeaways to Sustain

Way Forward

- SGT XXXXX has completed....

